

## THE NAVAJO NATION

## JOB VACANCY ANNOUNCEMENT

REQUISITION NO: OMB01622970

DATE POSTED: 03/03/22

POSITION NO: 240989

CLOSING DATE: 03/16/2022 by 5pm

POSITION TITLE: **Principal Budget Analyst**

DEPARTMENT NAME / WORKSITE: Office of Management and Budget / Window Rock, AZ

WORK DAYS: Monday - Friday REGULAR FULL TIME: ☒ GRADE/STEP: BQ67A

WORK HOURS:	<u>40</u>	PART TIME:	<input type="checkbox"/>	NO. OF HRS./WK.:	\$	58,276.08	<u>PER ANNUM</u>
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SENSITIVE ☒ SEASONAL: ☐ DURATION: \$ 27.91 PER HOUR

NON-SENSITIVE ☐ TEMPORARY: ☐ DURATION: \_\_\_\_\_

**DUTIES AND RESPONSIBILITIES:**

Assist the Budget Officer and other staff in the Budget Section of OMB with compilation of reports and initiation and completion of projects assigned by the OMB Executive Director. Assist in formulating and developing policies and procedures for funds received from all funding sources, including implementation of such policies and procedures. Assist in the overall planning and development of processes, including an efficient operating and capital system, for the effective allocation of public resources. Respond to and answer verbal/nonverbal inquiries, resolve complaints and provide technical advise on budget and finance and related matters and may call or attend group meetings to resolve complex budgetary and/or finance issues. Review budget revision documents for completeness, accuracy, compliance and recommend further action (or processing), if necessary. Review and analyze financial reports to compile reports for use by appropriate decision-makers. Generate budget/expenditure and other budget or finance related reports from the desk-top or laptop computer. Implements, interprets and enforces budget policies and related rules and regulations. Enter (or retrieve) budget and accounting data via (FileMaker Pro, People Soft or Excel) using a desktop or laptop computer

**QUALIFICATION REQUIREMENTS: (Education, Experience and Training)**

**Minimum Qualifications:**

- A Bachelor's degree in Business Administration, Finance, Accounting or Public Administration, or closely related field; and four (4) years of responsible work experience in finance, general accounting, fiscal analysis or other work closely related to budgeting and data processing; with at least one (1) year of experience in a supervisory capacity.

**Special Requirements:**

- A favorable background investigation.
- Possess a valid state driver license.

*(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)*

**Special Knowledge, Skills and Abilities:**

Exercise sound judgment in review of Navajo Nation budget proposals. Computer literate. Maintain professional working relationship with Navajo Nation, federal and state. General knowledge of legislative and economic issues affecting the Navajo Nation. Federal and state laws, regulations and guidelines governing all aspects of budgeting, accounting, and grants. Good analytical and research skills. Good public speaking skills

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.